

CAPPS Financials User Group Meeting Minutes

Thursday, May 26, 2022

9–11 a.m.

(Webinar Only)

I. Welcome/Announcements (Anthony Martin)

- User Group meeting materials are posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)

• SR Summary and Trend Report

- Reviewed the CAPPS Financials Summary and Trend Report 05/26/22 document.
 - In April, there were 71 high priority status tickets in various stages of work and 285 active SRs.
 - There were no critical tickets to report. As shown on the trend chart, there were 420 SRs opened and 431 closed in April.
 - While there was an increase in data change and information requests this year versus last year, there was a significant decrease in break fix and enhancement requests, which accounts for this year's decrease in opened tickets. The HX recycle reporting is trending as expected.
 - The downward trend for closed tickets this April compared to April 2021 is due to the HX recycle cleanup effort done last year. That effort contributed to the increased ticket closures last year.

• Governance Approved Enhancements

- Reviewed the CAPPS Financials Governance Approved SRs 05/26/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 26236 is *Approved* in Governance with a priority of seven (7) and is now in *Assigned* status. This is an enhancement for the *Reports* module to add an email ID field to the TX_PSOPRDEFN table so agencies can create a list of requestors whose requisitions were denied in the workflow approval and generate reminder messages.

• Required Maintenance

- Reviewed the CAPPS Financials Required Maintenance 05/26/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 27765 is currently in *Agency Acceptance Testing* and migrates to production May 26. This is a fix to have the CMBL load not update the supplier's name and short name if the information already exists in CAPPS and to omit sending contact information from the load.
 - SR 26521 is *Pending Production Migration* on May 26. This effort effects the *Project Costing* module and allows the employee ID and *Job Codes* edit checks to be turned off during the loading process, eliminating recurring issues when running the load process. This effort does not have any impact on budget checking.
 - SR 24572 is now *complete* and migrated to production on April 28. This SR is for the *Accounts Payable* module to address an issue with the MVV vouchers missing duplicate invoice error messaging. Formerly when an MVV voucher encounters errored at the line level for multi-vendor vouchers, those errors were not displayed on the *Error Summary* page, which required users to perform a line-by-line search to identify the error to correct it. This fix adds code that accounts for those errors on the *Error Summary* page when completed, making error identification and correction easier. This code change also brings those custom voucher pages into line with delivered functionality.

III. Upcoming Vote: CAPPs Financials SRs Submitted to Governance (Anthony Martin)

- SR 15395 is a voting item for the *Cash Receipts* module and has a high level of effort and a high level of testing effort if approved. The request is to modify the TX_CR_LDEXL process (which loads a cash receipt file to the database) to allow cash receipts to load from the file directory. Currently the process does not allow for scheduling and loading of the file from a file directory. The recommendation is to approve this Enhancement.
- SR 16175 is for the *Cash Receipts* module. The request is to create an interface from the *Cash Receipts* module to the *Accounts Payable* module. This enhancement sends the supplier ID for reimbursement checks to the CAPPs CR/GL and AP modules. This eliminates the manual steps agencies have to follow to create the vouchers for processing CR-based refunds. This implementation is a large effort in creating the new code (and testing it) but it should significantly improve the process. The recommendation is to approve this request.
- SR 23880 is an enhancement to add an effective date to the corresponding system code table in the *Project Costing* module for TXHOSHRs and the system code page. Currently, the system code table is used to decide the department to be assigned to the holiday hours and creates a data issue for employees transferring between departments. This requires the Financials team to run a SQL to update the system when an employee changes departments. Adding the effective date eliminates the need for the SQL and speeds up this process. This is a low effort and it is recommended to approve this request.
- SR 254132 is a low-effort enhancement request for *Purchase Orders* to add the TX_PO_END_DT to the TX_PUR_PSAUDIT_TABLE. This enhancement addresses the need to capture the PO *End Dates* field for agency reporting. This allows that field to be included in audit queries that use the PSAUDIT table. The recommendation is to approve this request.

IV. Project Update: CAPPs Financials Fiscal 2022 Agency Deployment Project Dashboard (Russel Charlton)

- The CAPPs Financials Fiscal 2022 Agency Deployment Project Dashboard 05/26/22 document was reviewed.
- The project is green and on track for both the soft go-live date on Aug. 08, 2022, with the implementation date on Sept. 01, 2022.
- Key items:
 - This project is now at 83% completion.
 - Phase 3 System Testing is underway.
 - Agency Security Sessions are now complete.
 - Mock Cutover complete.
 - UAT underway through May 15.
 - Training is underway.

V. Upcoming Meetings

- Thursday, June 30, 2022 — Financials User Group meeting. Please share with your staff that the June meeting will include the first deep-dive discussion on fiscal year-end and new fiscal year processing.